Chapter 6 Reports

BR0A **Proposed Award Report Part I & II** Solicitation Number 9999999999

Purpose   To provide the user a listing of proposed awards for Solicitation Lines of a specific solicitation within AGPS.

Distribution

Frequency of Preparation   Status code change to 375 on SDOC.

Sort Sequence   Part I: By vendor number within line number, by line number within solicitation error, by solicitation error within solicitation number, by solicitation number within buyer name, by buyer name within purchasing agency, by purchasing agency.

Part II: By vendor number within solicitation error, by solicitation error within solicitation number, by solicitation number within buyer name, by buyer name within purchasing agency, by purchasing agency.

Page Break On   Report page break will occur when more than 1 full page of information exists or buyer name/purchase agency changes.

Retention Requirements   None

Report Description

PART I			
REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name from the ABUY Table for the buyer code of the SDOC record
	Line Number	5	Inferred solicitation line number for reported record

PART I			
REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Commodity Number	11	Inferred commodity number of the solicitation/requisition line number reported
	Vendor Number	11	Inferred proposed award vendor number from the RVEN record for the solicitation line reported
	Unit Price	7.5	Inferred bid unit price for listed vendor from the RVEN record for the solicitation line reported
	Quantity	6.3	Inferred bid quantity for listed vendor from the RVEN record for the solicitation line reported
	Extended Amount	9.2	Computed extended bid amount for listed vendor from the RVEN record for the solicitation line reported
	Disc Percent	3.2	Inferred percent discount off catalog price for listed vendor from the RVEN record for the solicitation line reported
	Commodity Description	2x40	Inferred commodity description for commodity of the solicitation line reported
	Vendor Name	2x30	Inferred vendor name 1 & 2 from the VEND Table for the proposed award vendor of the solicitation line reported
PART II			
REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor Number	11	Inferred vendor number proposed for award of reported solicitation lines
	Vendor Name	30	Inferred vendor name 1 form VEND Table for listed vendor
	Total Dollars	9.2	Cumulative total dollars of proposed award for listed vendor
	Total Line Items	4	Cumulative total number of solicitation lines proposed for award to listed vendor

BR1A/X   Bid Abstract

Purpose   To provide the user a listing of vendors mailed a solicitation within AGPS and provide a document for recording vendors submitting bids.

Distribution

Frequency of Preparation   Status code change to 360 on SDOC.

Sort Sequence   By vendor number within solicitation number, by solicitation number within purchasing agency, by purchasing agency.

Page Break On   Report page break will occur when more than 1 full page of information exists or solicitation number changes.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name from the ABUY Table for the buyer code of the SDOC record
	Solicitation Number	10	Inferred solicitation number of mailed bid
	File Number	8	Inferred File Number from the first Requisition attached to Solicitation
	Schedule Bid Opening Date	8	Inferred bid opening date from SDOC for reported solicitation number
	Schedule Bid Opening Time	8	Inferred bid opening time from SDOC for reported solicitation number
	Actual Bid Opening Date	8	To be completed by the user
	Actual Bid Opening Time	8	To be completed by the user

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor Sequence	3	Sequence number of vendor listed, e.g., 001, 002, 003, 010, etc. for the solicitation reported
	Vendor Number	11	Inferred vendor number of bidding vendor from SVEN table for reported solicitation NOTE: Blank entries are printed for user to enter vendor number
	Vendor Name	30	Inferred vendor name for listed vendor from the VEND Table NOTE: Blank entries are printed for user to enter vendor number
	Bid	5	Indicator to be completed by the user to indicate if vendor submitted bid NOTE: Additional indicators printed for user to record data for user entered vendor
	No Bid	5	Indicator to be completed by the user to indicate if vendor submitted no bid NOTE: Additional indicators printed for user to record data for user entered vendor
	No Response	5	Indicator to be completed by the user to indicate if vendor is no response NOTE: Additional indicators printed for user to record data for user entered vendor
	Certification Statement	N/A	SELF EXPLANATORY
	Signatures	N/A	SELF EXPLANATORY

BR2A/X   Requisitions For Agency

Purpose   To provide the user a listing of requisitions for a purchasing agency by agency number within
AGPS.

Distribution

**Frequency of
Preparation**   Monthly.

**Sort
Sequence**   By requisition number within buyer code, by buyer code within requisition agency, by requisition
agency within purchasing agency, by purchasing agency.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists or purchasing
agency number changes.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Requisitioning Agency Number	6	Inferred requisitioning agency of reported requisition number
	Buyer Code	3	Inferred buyer code reported requisition number
	Requisition Number	10	Inferred requisition number of reported requisition
	File Number	8	Inferred File Number from the first Requisition attached to Solicitation
	Agency Req Number	10	Inferred agency requisition number of reported requisition number

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Status Code	3	Inferred status code of reported requisition number
	Status Chg Date	8	Inferred status code change date of reported requisition number
	Req Estimated Amount	9.2	Inferred estimated amount of reported requisition number
	Paying Agency No	6	Inferred master paying agency of reported requisition number
	Deliver To Agency No	6	Inferred master ship-to agency of reported requisition number
	Req Setup Date	8	Inferred setup date of reported requisition number
	Total Requisitions For This Agency	4	Inferred total number of requisitions listed on this report for the listed purchasing (distribute to) agency

BR3A   Buyer Activity Report Period 99/99/99 - 99/99/99

Purpose   To provide the user a listing of requisitions and relating processing information for a buyer within
                       AGPS for a specified reporting period.

Distribution

**Frequency of
Preparation**   Monthly.

**Sort
Sequence**   By requisition document type within buyer name, by buyer name within purchasing agency, by
                       purchasing agency.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists or buyer
                       name/purchasing agency number changes.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name for requisition document type(s) reported
	Document Type	3	Inferred document types reported for listed buyer
	Number Beginning	4	Inferred number of active requisitions of that document type at the beginning of the reporting period for the listed buyer name
	Number Entered	4	Inferred number of active requisitions of that document type entered during the reporting period for the listed buyer name

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Number Completed	4	Inferred number of requisitions of that document type processed to award during the reporting period for the listed buyer name
	Number Ending	4	Computed number of active requisitions remaining unawarded of that document type at the end of the reporting period for the listed buyer name (number beginning + number entered - number requisitions completed)
	Avg Number Line Items	4.2	Computed average of number of line items (RLIN) awarded for that document type during the reporting period for the listed buyer name (number line items awarded/number requisitions completed)
	Avg # Sol Sent	4	Computed average of number of solicitation issued for awarded requisitions for that document type during the reporting period for the listed buyer name (number of solicitation copies mailed/number requisitions completed)
	PCT Bid	3.2	Computed percentage of bids received for solicitations mailed for awarded requisitions for that document type during the reporting period for the listed buyer name (number of bids received/number of solicitations mailed)
	Avg Number Of Awards	4.2	Computed average number of vendor awards processed for number of requisitions awarded for that document type during the reporting period for the listed buyer name (number of vendor awards/number requisitions completed)
	Avg # Days To Award	3.2	Computed average number of days to award requisitions for that document type during the reporting period for the listed buyer name. Computations are based on total number of days from actual bid opening date to actual award date and number of requisitions completed during the reporting period for that document type (total number of days/number requisitions completed)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	PCT Comp On Time	3.2	Computed percentage of number of completed requisitions awarded on time during the reporting period for that document type; award date equal to or less than scheduled or revised award date of SDOC (total number requisitions awarded on time/number requisitions completed).
	Tot No Orders	5	Total number of orders for buyer by document type, total number of orders for buyer, grand total number of orders.
	Total Dollars	9.2	Total dollars for buyer by document type, total dollars for buyer, grand total dollars.
	Grand Total Number Beginning	4	Computed number of active requisitions of all document types at the beginning of the reporting period for the listed buyer name
	Grand Total Number Entered	4	Computed number of active requisitions of all document types entered during the reporting period for the listed buyer name
	Grand Total Number Completed	4	Computed number of requisitions of all document types processed to award during the reporting period for the listed buyer name
	Grand Total Number Ending	4	Computed number of active requisitions remaining unawarded of all document types at the end of the reporting period for the listed buyer name (grand total number beginning + grand total number entered - grand total number requisitions completed)
	Grand Total Avg Number Line Items	4.2	Computed average of number of line items (RLIN) awarded for all document types during the reporting period for the listed buyer name (grand total number line items awarded/grand total number requisitions completed)
	Grand Total Avg # Sol Sent	4	Computed average of number of solicitation issued for awarded requisitions for all document types during the reporting period for the listed buyer name (grand total number of solicitation copies mailed/grand total number requisitions completed)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Grand Total PCT Bid	3.2	Computed percentage of bids received for solicitations mailed for awarded requisitions for all document types during the reporting period for the listed buyer name (grand total number of bids received/grand total number of solicitations mailed)
	Grand Total Avg Number Of Awards	4.2	Computed average number of vendor awards processed for number of requisitions awarded for all document types during the reporting period for the listed buyer name (grand total number of vendor awards/grand total number requisitions completed)
	Grand Total Avg # Days To Award	3.2	Computed average number of days to award requisitions for all document types during the reporting period for the listed buyer name. Computations are based on grand total number of days from actual bid opening date to actual award date and grand total number of requisitions completed during the reporting period (grand total number of days/grand total number requisitions completed)
	Grand Total PCT Comp On Time	3.2	Computed percentage of number of all completed requisitions awarded on time during the reporting period for all document types; award date equal to or less than scheduled or revised award date of SDOC (grand total number requisitions awarded on time/grand total number requisitions completed).

BR4A/X   Buyer Workload Report

Purpose   To provide the user a listing of requisitions for orders and contracts processed and status by a buyer on a given day in AGPS.

Distribution

**Frequency of
Preparation**   Nightly.

**Sort
Sequence**   Buyer Workload - Requisitions (Orders): By award type within requisition status, by buyer within purchasing agency, by purchasing agency.

Buyer Workload - Contracts/Master Lease: By award type within requisition status, by buyer within purchasing agency, by purchasing agency.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists or buyer name/purchasing agency number changes.

**Retention
Requirements**   None

**Report
Description**

BUYER WORKLOAD - PART I			
REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name for requisition document(s) reported
	Status Code	3	Inferred status code of requisition document reported
	Sol #	10	Inferred solicitation number for requisition document reported
	Req #	10	Inferred requisition number of requisition document reported

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	File Number	8	Inferred File Number from the first Requisition attached to Solicitation
BUYER WORKLOAD - PART I			
REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	In Sys	4	Inferred number of days listed requisition has been in the system based on requisition creation date
	In Stat	4	Inferred number of days listed requisition/ order has been at the listed status in the system based on order status change date and report date
	Doc Type	3	Inferred award type for requisition document reported
	Nature of Purchase	2	Inferred from the solicitation document reported
	Priority	1	Inferred from the solicitation document reported
	Agcy #	6	Inferred requisitioning agency for requisition document reported
	Mandatory Award Date	8	Inferred date from solicitation document reported
	Award Number	10	Inferred award number of requisition document
	Status Code Total	4	Computed number of requisitions reported for status code for that part of the report
	Buyer Total	4	Computed number of requisitions reported for listed buyer name for that part of the report
BUYER WORKLOAD - Part II			
REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Status	3	Inferred status code of order document reported
	Type	3	Inferred order type of order document reported
BUYER WORKLOAD - Part II			

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Order Number	10	Inferred order number for order document reported
	C/0 #	2	Inferred change order number for order document reported
	Req #	10	Inferred requisition number for requisition document reported
	File Number	8	Inferred File Number from the first Requisition attached to Solicitation
	Days In Sys	4	Inferred number of days listed order has been in the system based on order creation date
	Days In Stat	4	Inferred number of days listed order has been at the listed status in the system based on order status change date and report date
	Requisition Agency	6	Inferred requisitioning agency for order document reported
	Status Code Total	4	Computed number of orders with that status code reported for listed buyer name for that part of the report
	Buyer Total	4	Computed total of all documents reported for listed buyer name for the report
	Buyer Grand Total	4	Computed total of all documents reported for listed buyer name for the Part I and Part II report

BR9A   Master Lease Program Report

Purpose   To provide the user a listing of requisitions processed for the master lease program (requisition document type = CIM) within AGPS.

Distribution

Frequency of
Preparation   As Required.

Sort
Sequence   By award number within purchasing agency, by purchasing agency and within purchasing agency by requisition number within commodity number, by commodity number within requisitioning agency, by requisitioning agency.

Page
Break On   Report page break will occur when more than 1 full page of information exists or purchasing agency number changes.

Retention
Requirements   None

Report
Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Req Agency	6	Inferred requisitioning agency for reported commodity of master lease requisition
	Commodity Number	11	Inferred commodity number of master lease requisition
	Req Number	10	Inferred requisition number of master lease requisition
	Approval Date	8	Inferred approval date (date to purchasing) of requisition number of master lease requisition
	Estimated Approved Amount	9.2	Inferred estimated amount of requisition number of master lease requisition

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Award Vendor Name	2x30	Inferred vendor name of award vendor of requisition number of master lease requisition
	Award Date	8	Inferred award date of requisition number of master lease requisition
	Award Number	10	Inferred award (contract) number of master lease requisition
	Award Amount	9.2	Inferred award amount of contract award for master lease requisition
	Del Date	8	Inferred delivery date computed from awarded vendor delivery terms (delivery date = award date + days aro/weeks aro)

BR10A   Requisition Aging Report By Purchasing Agency

Purpose   To provide the user a listing of requisitions processed by buyer and buying unit within a purchasing agency in AGPS and time required to process to award from date processed to purchasing to award date.

Distribution

Frequency of Preparation   As Required.

Sort Sequence   By requisition priority within purchasing agency, by purchasing agency and within purchasing agency by requisition doc type within buyer code, by buyer code within buying unit, by buying unit within purchase agency, by purchase agency.

Page Break On   Report page break will occur when more than 1 full page of information exists or buying unit/purchasing agency number changes.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Unit	4	Inferred buying unit of requisitions reported
	Unit Title	30	Inferred title of buying unit of requisitions reported
	Buyer Code	3	Inferred buyer code of requisitions reported for listed buying unit
	Req Type	3	Inferred requisition document type of requisitions reported for listed buyer code and buying unit
	Req Pri	2	Inferred processing priority of requisitions reported for listed buyer code and buying unit

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	#/% Reqs < 30 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that requisition type and priority that have been at that status for less than 30 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions < 30 days to total number of requisitions for that requisition type and priority for listed buyer (number of requisitions type and priority < 30 days/total number of requisitions type and priority for that buyer)
	#/% Reqs Over 30 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that requisition type and priority that have been at that status for more than 30 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 30 days to total number of requisitions for that requisition type and priority for listed buyer (number of requisitions type and priority > 30 days/total number of requisitions type and priority for that buyer)
	#/% Reqs Over 60 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that requisition type and priority that have been at that status for more than 60 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 60 days to total number of requisitions for that requisition type and priority for listed buyer (number of requisitions type and priority > 60 days/total number of requisitions type and priority for that buyer)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	#/% Reqs Over 90 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that requisition type and priority that have been at that status for more than 90 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 90 days to total number of requisitions for that requisition type and priority for listed buyer (number of requisitions type and priority > 90 days/total number of requisitions type and priority for that buyer)
	#/% Reqs Over 120 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that requisition type and priority that have been at that status for more than 120 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 120 days to total number of requisitions for that requisition type and priority for listed buyer (number of requisitions type and priority > 120 days/total number of requisitions type and priority for that buyer)
	#/% Reqs Over 150 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that requisition type and priority that have been at that status for more than 150 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 150 days to total number of requisitions for that requisition type and priority for listed buyer (number of requisitions type and priority > 150 days/total number of requisitions type and priority for that buyer)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	#/% Reqs Over 180 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that requisition type and priority that have been at that status for more than 180 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 180 days to total number of requisitions for that requisition type and priority for listed buyer (number of requisitions type and priority > 180 days/total number of requisitions type and priority for that buyer)
	Total Reqs	4/3.1	Computed total number of requisitions reported for that requisition type/priority, buyer code and buying unit and computed percentage of total number of requisition type/priority for all requisitions reported for listed buyer (number of requisitions by type, priority and buyer/total number of requisitions reported for listed buyer)
	Unit Totals: #/% Reqs < 30 Days Old	4/3.1	Computed total number of requisitions at status code equal to or greater than 200 and less than 386 for that buying unit that have been at that status for less than 30 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions < 30 days to total number of requisitions for that buying unit (total number of requisitions < 30 days that buying unit/total number of requisitions that buying unit)
	Unit Totals: #/% Reqs Over 30 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that buying unit that have been at that status for more than 30 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 30 days to total number of requisitions for that buying unit (total number of requisitions > 30 days that buying unit/total number of requisitions that buying unit)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Unit Totals: #/% Reqs Over 60 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that buying unit that have been at that status for more than 60 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 60 days to total number of requisitions for that buying unit (total number of requisitions > 60 days that buying unit/total number of requisitions that buying unit)
	Unit Totals: #/% Reqs Over 90 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that buying unit that have been at that status for more than 90 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 90 days to total number of requisitions for that buying unit (total number of requisitions > 90 days that buying unit/total number of requisitions that buying unit)
	Unit Totals: #/% Reqs Over 120 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that buying unit that have been at that status for more than 120 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 120 days to total number of requisitions for that buying unit (total number of requisitions > 120 days that buying unit/total number of requisitions that buying unit)
	Unit Totals: #/% Reqs Over 150 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that buying unit that have been at that status for more than 150 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 150 days to total number of requisitions for that buying unit (number of requisitions > 150 days that buying unit/total number of requisitions that buying unit)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Unit Totals: #/% Reqs Over 180 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that buying unit that have been at that status for more than 180 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 180 days to total number of requisitions for that buying unit (number of requisitions > 180 days that buying unit/total number of requisitions that buying unit)
	Unit Totals: Total Reqs	4/3.1	Computed total number of requisitions reported for that buying unit and computed percentage of total number of requisition that buying unit to all requisitions reported for listed purchase agency (number of requisitions by buying unit/total number of requisitions reported for purchase agency)
	Agy Totals: #/% Reqs < 30 Days Old	4/3.1	Computed total number of requisitions at status code equal to or greater than 200 and less than 386 for that purchasing agency that have been at that status for less than 30 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions < 30 days for that purchase agency to all requisitions reported (total number of requisitions < 30 days that purchasing agency/total number of requisitions reported)
	Agy Totals: #/% Reqs Over 30 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that purchasing agency that have been at that status for more than 30 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 30 days for that purchase agency to all requisitions reported (total number of requisitions > 30 days that purchasing agency/total number of requisitions reported)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agy Totals: #/% Reqs Over 60 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that purchasing agency that have been at that status for more than 60 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 60 days for that purchase agency to all requisitions reported (total number of requisitions > 60 days that purchasing agency/total number of requisitions reported)
	Agy Totals: #/% Reqs Over 90 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that purchasing agency that have been at that status for more than 90 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 90 days for that purchase agency to all requisitions reported (total number of requisitions > 90 days that purchasing agency/total number of requisitions reported)
	Agy Totals: #/% Reqs Over 120 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that purchasing agency that have been at that status for more than 120 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 120 days for that purchase agency to all requisitions reported (total number of requisitions > 120 days that purchasing agency/total number of requisitions reported)
	Agy Totals: #/% Reqs Over 150 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that purchasing agency that have been at that status for more than 150 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 150 days for that purchase agency to all requisitions reported (total number of requisitions > 150 days that purchasing agency/total number of requisitions reported)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agy Totals: #/% Reqs Over 180 Days Old	4/3.1	Computed number of requisitions at status code equal to or greater than 200 and less than 386 for that purchasing agency that have been at that status for more than 180 days based on date forwarded to purchasing and report date and computed percentage of number of requisitions > 180 days for that purchase agency to all requisitions reported (total number of requisitions > 180 days that purchasing agency/total number of requisitions reported)
	Agy Totals: Total Reqs	4/3.1	Computed total number of requisitions reported for that purchasing agency and computed percentage of total number of requisition that purchasing agency to all requisitions reported(number of requisitions by purchasing agency/total number of requisitions reported)

BR12A   Requisitions and Releases by Agency

Purpose   To provide the user a listing of requisitions for an agency by agency number within AGPS.

Distribution

**Frequency of
Preparation**   As required.

**Sort
Sequence**   By requisition number within requisition agency, by requisition agency.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists or agency number changes.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Inferred requisitioning agency of reported requisition number
	Requisition Number	10	Inferred requisition number of reported requisition
	Req Type	3	Requisition document type of reported requisition
	Sub-code Code	5	Sub-code of reported requisition
	Amount	9.2	Inferred estimated amount of reported requisition number
	Buyer code	3	Inferred Buyer code from reported requisition
	Date entered	8	Date requisition was entered into AGPS

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Date status changed	8	Date status code was last changed on the reported requisition
	Status Code	3	Inferred status code of reported requisition number
	Days in status	3	The number of days the reported requisition has remained at the reported status code
	Commodity description	40	First line of commodity description inferred from the reported requisition number